

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PRESCHOOL SPECIAL NEEDS COORDINATOR**

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Jurisdictional Class: **Competitive**  
Date Adopted: **7/25/95**  
Date Revised: **7/19/00, 10/25/01**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **18**

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**DISTINGUISHING FEATURES OF THE CLASS:** This is a high level administrative position responsible for coordinating all financial, educational, medical and transportation related assistance to children with mental/physical disabilities and/or their families. Duties require the constant coordination and communication with various school districts, community agencies, social service agencies, private and public service providers, health care providers, insurance companies, Medicaid and state agencies. Works under the supervision of the Director of Public Health and/or the medical director of the Physically Handicapped Childrens' Program. Incumbent will be responsible for supervising the work of professional and clerical staff. Exercises independent judgment in carrying out the daily work requirements of the program. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Identifies problems that may affect the use or outcome of services provided under the program and arranges referrals to appropriate resources for families requiring assistance;  
Serves as resource person and liaison within the community to develop awareness of children with special needs;  
Serves as the municipality's liaison with various State agencies and other municipality Early Intervention/Preschool Programs;  
Acts as Early Intervention Official and may designate appropriate personnel to serve in this role to participate in all required decision making steps as outlined by the Early Intervention Program;  
Works with the Local Early Intervention Coordinating Council (LEICC) to plan for and assess the delivery of services for eligible children/families in the community;  
Assigns and supervises the duties of the Early Intervention service coordinators who work with eligible children (birth-three) and their families;  
Participates as the municipalities representative on the School District Committee on Preschool Special Education (CPSE) for all referred children and plays an active role as a member of the committee to identify appropriate services for eligible children (3-5);  
Coordinates and arranges transportation services for all eligible children/families;  
Monitors services funded through programs and investigates parental concerns;  
Visits service provider facilities to evaluate and participate in program services when appropriate;  
Assures that all required record keeping is maintained, appropriate correspondence is issued and reimbursement claims/payment vouchers are processed in a timely manner;  
Works with State and local Department of Social Services and health insurance companies to determine eligibility for third party financial assistance and reimbursement when appropriate;  
Coordinates activities with related programs such as Child Find, Children With Special Health Care Needs, Childhood Lead Poisoning, Physically Handicapped Children;  
Prepares an initial, tentative budget for submission to Department Head;  
Performs a variety of duties related to public health aspect of maternal and child health programs.

Last Reviewed: n/a  
Last Updated: 7/19/00, 10/25/01  
Reviewed By: n/a  
Last Reallocated: n/a

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of Federal, State and local laws and programs relating to financial, medical and service delivery assistance for PHCP, EIP, CPSE and I-CHAP; good working knowledge of methods and procedures used to determine eligibility; good knowledge of health insurance and Medicaid terms and claims processing procedures; working knowledge of medical terminology and child development; ability to establish and maintain working relationships with parents/families, professional groups, school districts, public and private agencies, vendors and others; ability to supervise the work of others; good powers of observation and perception; initiative; tact; and good judgment.

**MINIMUM QUALIFICATIONS:**

**Either:**

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a bachelor's degree in a health-related field or social casework and two (2) years of full-time paid experience in child-health or similar related health work or two (2) years of full-time paid experience in social work dealing with children with a public or private social agency adhering to acceptable standards; **OR**
- (B) Graduation from a regionally accredited or New York State registered four (4) year college or university with a bachelor's degree in nursing and two (2) years of full-time paid experience as a registered nurse involving knowledge of child health and/or child growth and development; **OR**
- (C) Graduation from a regionally accredited or New York State registered four (4) year college or university with a bachelor's degree in Special Education and two (2) years of full-time paid teaching and/or administrative experience; **OR**
- (D) Any equivalent combination of training and experience as define limits of (A), (B) and (C) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.